For all life's journeys

Employment Opportunity

Trinidad & Tobago National Petroleum Marketing Company Limited invites suitably qualified nationals of Trinidad & Tobago to apply for the following position:

CUSTOMS CLERK - LICENSE III

The Customs Clerk - License III is generally accountable for providing the clerical support necessary for the preparation and processing of the various documents covering imports and exports and shipment of materials and packed products, in accordance with the established Customs' regulations and Company procedures.

RESPONSIBILITIES:

- Classifies invoices in accordance with the Custom (Common External Tariff) Orders.
- Prepares all customs documents covering imports, for processing through Customs & Excise Division, Business Development Company and other agencies (including Invoices and Bills of Lading).
- Collects delivery orders from various shipping agents and, together with customs entries, presents to Port Authority and CES/Shed for processing (manifesting, numbering and screening as necessary) by the respective authorities.
- Locates, delivers and examines cargo through Customs & Excise Division and obtains release, ensuring that the cargo leaving the Customs Bonds reflects what was released for delivery to NP.
- Ensures that the survey sheet for shortages or damaged shipment is received, where necessary.
- Obtains documents for clearance of the truck at the Port Authority gates or other shipper warehouses and prepares delivery note and follows up to ensure that cargo is received at place of delivery and is verified.
- Arranges for the most economical use of transportand hire of equipment for loading at the wharves, ensuring that materials and products are cleared from the Port Authority Transit Sheds, if possible, within the statutory free period.
- Prepares all documentation in a timely manner to avoid all non-essential costs mainly rent and demurrage. Where such additional cost becomes due that the payments are processed promptly to minimize the total costs.
- Prepares payment vouchers for payment of duties, sea freight, local transport, other handling charges and related expenses.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs any other duties as required by the job function.

THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- A minimum of five (5) GCE/CSEC passes at General Proficiency Level including English Language and Mathematics or Principles of Accounts or Principles of Business.
- Customs Clerk - License III
- A minimum of one (1) year working experience in the Customs or Shipping Section of a Company.

Or any other equivalent combination of qualification and experience.

- The ability to perform rapid and accurate calculations
- Good communication (oral and written) and interpersonal skills
- The ability to exercise tact, cope with stressful situations and to perform with initiative and independent judgment
- A valid Light Motor Vehicle Driver's Permit

Persons who meet the above requirements are invited to email a complete résumé with cover letter no later than 2026 November 18 to:

General Manager - Human Resource & HSSE
Trinidad & Tobago National Petroleum Marketing Company Limited
NP House, National Drive,
Sea Lots, Port of Spain
email : vacancies@np.co.tt

NB: Only suitable applicants will be contacted.